

City of Monroe

JOB DESCRIPTION

TITLE:
School Crossing Guard – Police Department

EMPLOYMENT STANDARDS:
Part-time

GENERAL SUMMARY:

Works under the supervision of the Traffic & Safety Sergeant, the school crossing guard crosses elementary age students at intersections near Grade and/or Elementary Schools within the City of Monroe as determined by the Traffic Engineer. The school crossing guard reports directly to a civilian supervisor (senior crossing guard). The school crossing guard is responsible for the safe crossing of said students. Assignments and hours may vary daily, as well as outside working conditions.

Essential Functions:

1. Main responsibility is the safety and welfare of children at assigned intersection. All attention should be concentrated on this activity.
2. Scope is limited to crossing of children at intersections. Duties do not extend to enforcement and/or regulatory action.
3. Is expected to perform their assigned to duties in all types of weather and conditions.
4. Hours and start times may change due to fog and/or road condition delays. Notice will be given on short notice.
5. Days and/or hours of work will correspond with elementary and/or grade school that the guard is assigned to.

Physical Requirements:

1. Able to stand for long periods at a time. Up to two hours at some crossings.
2. Able to withstand a range of outside working conditions, from rain, sleet, high winds, extreme temperature ranges from wind chills below zero degrees to heat indices of over one hundred degrees.
3. Occasionally requires ability to maneuver quickly to avoid traffic.
4. Must have reasonable dexterity to hold stop sign and direct children across the roadway.

Special Requirements:

1. Candidate must pass a police background investigation prior to appointment.
2. Candidate must pass a physical examination and a drug screening test prior to appointment.

Qualifications:

1. Must be able to work well with elementary age children.
2. Candidate must be punctual and able to work on short notice.
3. Candidate must have a telephone and should have reliable transportation.